



# **2021 Calendar Year-End (CYE) Processing**

Nov. 18, 2021

# Agenda

W-2 processing and forms . . . . .	<a href="#"><u>page 3</u></a>
CYE Processing: Nov/Dec 2021 Checklist . . . . .	<a href="#"><u>page 6</u></a>
CYE Processing: January 2022 Checklist . . . . .	<a href="#"><u>page 9</u></a>
Affordable Care Act (Form 1095-C) . . . . .	<a href="#"><u>page 11</u></a>
Benefit Replacement Pay (BRP) . . . . .	<a href="#"><u>page 14</u></a>
State Employee Charitable Campaign (SECC) . . . . .	<a href="#"><u>page 15</u></a>

# W-2 Processing and Forms

## Online Consent

Employees are encouraged to consent online, view forms and validate their home address.

Navigation:

- From the ESS landing page, select **My Pay** tile.
- Employees select the **W-2/W-2C Consent** to receive their forms electronically.

# W-2 Processing and Forms (...continued)

## Home Address Verification

Employees are encouraged to verify their home address.

Navigation:

- From the ESS landing page, select **My Profile** tile.
- Employees select **Home Address** to verify/update their home address.

# W-2 Processing and Forms (...continued)

## Company Contact Information

Agency Payroll Processors verify and update contact information.

- This contact information is provided to the IRS when W-2s are submitted.
- Agencies can verify and make updates by navigating to:
  - Payroll for North America:
    - U.S. Annual Processing:
      - Define Annual Tax Reporting:
        - **W-2 Company Data**

# CYE Processing: Nov/Dec 2021 Checklist

Task	Responsible Party	Description	Due Date
<b>Calendar Year-End (CYE) Service Request (SR)</b>	<i>CAPPS Production Support</i>	CAPPS Production Support opens a Calendar Year-End Service Request (CYE SR) in the ASP Solution Center for each agency.	11/6/2021
<b>Error Listing Report (TAX900)</b>	<i>Joint</i>	CAPPS Production Support provides a report to agency via the CYE SR (only if applicable). Agency reviews and reconciles any amounts that are out of balance.	11/6/2021
<b>Load SECC File</b>	<i>CAPPS Production Support</i>	CAPPS Production Support team loads the SECC file the week of Nov. 29, 2021.	12/3/2021
<b>Benefit Replacement Pay (BRP) Open Election Period</b>	<i>Agency</i>	Open election period for eligible employees to select their BRP leveling or non-leveling option for calendar year 2022.	12/3/2021 5:00 pm

# CYE Processing: Nov/Dec 2021 Checklist (...continued)

Task	Responsible Party	Description	Due Date
<b>Agency Contact Information Verification for W-2</b>	<i>Agency</i>	Agency validates W-2 Information and RE Record Values via the W-2 Company Data page. ( <a href="#">Navigation: Payroll for North America &gt; U.S. Annual Processing &gt; Define Annual Tax Reporting &gt; W-2 Company Data</a> )	12/17/21
<b>W-2 Online Consent</b>	<i>Agency</i>	Employees can provide consent to receive online W-2 electronically in lieu of a paper form. ( <a href="#">Navigation: Employee Self Service &gt; My Pay &gt; W-2/W-2 Consent</a> )	12/31/21
<b>1095-C Online Consent</b>	<i>Agency</i>	Employees can provide consent to receive online 1095-C electronically in lieu of a paper form. ( <a href="#">Navigation: Employee Self Service &gt; My Pay &gt; Form 1095-C Consent</a> )	12/31/21
<b>Employee Address Verification</b>	<i>Agency</i>	Communicate to employees the need to ensure their mailing address is up-to-date in CAPPs. ( <a href="#">Navigation: Employee Self Service &gt; My Profile &gt; Edit Mailing Address</a> )	12/31/21

# CYE Processing: Nov/Dec 2021 Checklist (...continued)

Task	Responsible Party	Description	Due Date
<b>Prior Year Return Monies</b>	<i>Agency</i>	Payroll Officers confirm whether 2021 Return Monies still need to be processed.	Before Dec On-Cycle
<b>December On Cycle Payroll</b>	<i>Agency</i>	Agencies need to hold processing the December On Cycle payroll until after the <b>2022 Tax Withholding Rates</b> and <b>SECC file</b> are loaded and errors are addressed. Once the 2022 Tax Withholding Rates are updated, a formal email notification will be sent to all Agency's Level 1 staff.	TBD
<b>Special Pay Calendar</b>	<i>CAPPS Production Support</i>	If prior year return monies are identified and need to be processed after the December On-Cycle has run, create a special pay calendar.	Agency-Specific



# CYE Processing: January 2022 Checklist

Task	Responsible Party	Description	Due Date
<b>Identify Deceased Employees</b>	<i>Joint</i>	CAPPS Production Support provides a report of Deceased Employees in the CYE SR (if applicable). Agency reviews and confirms the list and issues 1099s where appropriate. CAPPS Production Support removes W-2& 1095-C consent from ESS.	1/3/2022
<b>Run Quarterly 941 Report</b>	<i>Agency</i>	Validate CAPPS fourth quarter 941 reports.	1/4/2022
<b>Agency Contact Information Verification for ACA</b>	<i>Agency</i>	Agency validates ACA Information via the ACA Contact Information page. (Navigation: Payroll for North America > U.S. Annual Processing > ACA Annual Processing > <b>Manage Agency Contact Info</b> )	1/7/2022
<b>Run Preliminary W-2s</b>	<i>CAPPS Production Support</i>	CAPPS Production Support provides preliminary W-2 totals to the agency via the CYE SR.	1/7/2022
<b>Year-End Data Audit Report (TAX910AU)</b>	<i>CAPPS Production Support</i>	CAPPS Production Support provides a report to the agency via the CYE SR.	1/7/2022

# CYE Processing: January 2022 Checklist (...continued)

Task	Responsible Party	Description	Due Date
<b>W-2 Approval</b>	<i>Agency</i>	Validate preliminary W-2 and Audit report totals via CYE SR. Submit the CAPPS Calendar Year-End Authorization form via the CYE SR in ASP to request printing of W-2s.	1/14/22
<b>FINAL W-2 forms available in CAPPS (ESS)</b>	<i>CAPPS Production Support</i>	CAPPS Production Support runs and makes available the final W-2s and sends email notification (if requested).	1/14/22
<b>Pick-up W-2 and 1095-C forms</b>	<i>Agency</i>	Determine who will pick-up the W-2 and 1095-C forms. Any exception to the regular warrant pickup process must be communicated in advance to CAPPS Production Support. All W-2 and 1095-C forms are available via the warrant pickup window (on the ground floor) in the LBJ state office building located at: 111 East 17 <sup>th</sup> Street, Austin, Texas.	1/21/22
<b>Run TAX915-W3/W-3SS Transmittal Totals</b>	<i>CAPPS Production Support</i>	CAPPS Production Support provides report of totals transmitted to SSA on agency's behalf.	1/31/22

# Affordable Care Act (Form 1095-C)

## Responsibilities

- CPA reports 1095C totals to IRS on behalf of Central Agencies on or before the deadline on March 31, 2022.
- Employees are encouraged to consent (online) to electronically receive 1095-C Forms by navigating to:
  - On the ESS landing page, select **My Pay** tile.
  - Select **Form 1095-C consent** to receive forms electronically.
  - Select **View Form 1095-C** to view the form online.

# Affordable Care Act (Form 1095-C) (...continued)

## New ACA Manage Agency Contact Information Page

The new page will be in Production on Dec. 31, 2021.

- Agencies need to validate the ACA Contact Information page by navigating to:
  - Payroll for North America
    - U.S. Annual Processing
      - ACA Annual Processing
        - Manage Agency Contact Info
- Request **TX\_HCM\_BN\_MAINTAIN\_ACA** role for Production the week of Jan. 3, 2022.
- Deadline for agencies to update the contact information is Jan. 7, 2022.

# Affordable Care Act (Form 1095-C) (...continued)

## New Agency Manage Employee 1095-C Forms Page

The new page will be in Production on Feb. 1, 2022.

- Agencies will have access to their employees' 1095-C Forms by navigating to:
  - Payroll for North America
    - U.S. Annual Processing
      - ACA Annual Processing
        - View Form 1095C
- The security role is **TX\_HCM\_BN\_MAINTAIN\_ACA**.
- Request role for Production on or after Jan. 3, 2022.

# Benefit Replacement Pay (BRP)

## During Open Enrollment

- CAPPs provides BRP-eligible employees the ability to change their leveling election for the next calendar year in their Employee Self Service.
- Employees who want to change their election must make the change in CAPPs during the timeframe of **Nov. 22** (8 a.m.)—**Dec. 3** (5 p.m.), **2021**.
- No action is required if employee's election remains the same.
- The election becomes effective in the December pay period, which is reflected on employees' paychecks on Jan. 3, 2022.

# State Employee Charitable Campaign (SECC)

## General Updates

- Payroll pledges from the 2022 SECC contributions begin being reflected on employees' paychecks on Jan. 3, 2022.
- CAPPS Production Support team loads the file the week of Nov. 29, 2021.
- Errors can be viewed online from the CAPPS Navigator:
  - CAPPS Interfaces
    - Benefits
      - Inquire
        - SECC Inbound File Results



# Thank you!

**CAPPS HR/Payroll Production Support**

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